



AIRSTAACYINST 1710.4E

AUG 31 2009

AIR STATION ATLANTIC CITY INSTRUCTION 1710.4E

Subj: TOWNSENDS INLET RECREATIONAL FACILITY PROCEDURES

Ref: (a) Morale, Well-Being, and Recreation (MWR) Manual, COMDTINST M1710.13 (series)
(b) Coast Guard Housing Manual, COMDINST M11101.13 (series)

1. PURPOSE. This instruction establishes operating procedures for the Townsends Inlet Recreational Facility (TIRF).
2. ACTION. All TIRF patrons, guests and Air Station personnel who manage the TIRF as a Class "C" Coast Guard MWR operation shall adhere to the regulations and procedures herein.
3. DIRECTIVES AFFECTED. AIRSTAACYINST 1710.4D is superseded.
4. BACKGROUND. The Coast Guard and its predecessor, the U.S. Life Saving Service, have maintained a presence on Sea Isle at Townsends Inlet since the early 1850s. The TIRF is the second station constructed on this site and was built in 1893. One of three stations built on the island prior to the turn of the century, it is the only one still maintained by the Coast Guard. The other two, although still standing, are no longer owned by the Coast Guard. That all three stations remain standing despite the heavy storms that periodically ravage the New Jersey coast is a testament to their stalwart construction. TIRF was an active Coast Guard Station until 1982, when a new building was constructed to house the summer detachment. The facility today provides a unique setting in which to relax and recreate in an environment rich in maritime and Coast Guard heritage.
5. PROCEDURES. Air Station Atlantic City operates TIRF through its MWR Program for the benefit of all eligible personnel. TIRF is a four-apartment coastal cottage located in the southern portion of Sea Isle City, about 15 miles from Cape May and 30 miles south of Atlantic City, New Jersey. Sea Isle City is a popular summer destination known for its beaches, fishing, surfing, boating, ocean kayaking, and windsurfing. During the winter quiet solitude and peaceful beaches await visitors. The facility, consisting of four rooms for rent and recreational equipment, is managed by the Air Station TIRF Officer and cared for by a facility attendant. The TIRF is supported and sustained primarily through rental fees. Responsibility for facility operation and maintenance rests with the Commanding Officer of U. S. Coast Guard Air Station Atlantic City.
 - a. Directions. TIRF can be reached via the Garden State Parkway. The building is white with a red roof and is located on a full city block at the intersection of Landis Ave and 82nd Street.

- (1) From the North: Take Exit 17 off the Garden State Parkway. Make a right turn at the end of the ramp and travel East into Sea Isle City until you reach Landis Avenue; turn right on Landis Ave; continue to 82nd Street. The house will be on your left.
 - (2) From the South: Take Exit 13 off the Garden State Parkway, traveling east into Avalon; continue to Ocean Drive; travel North along Ocean Drive (becomes Landis Ave). Continue on Landis Ave until you reach 82nd Street. The house will be on your right.
- b. Accommodations: TIRF has four apartments that share a common dining room, living room, and kitchen. Each comfortably sleeps four, but can accommodate up to six people. Each apartment includes a queen sized bed, futon, bed linens, table and chairs, coffee maker, bath towels, and cable television with a DVD/VHS player. Baby cribs and highchairs are available upon request.
- (1) Apartment 1: Located on the first floor. It has two entrances: one connecting to the common areas and another that leads directly outside. This is the largest of the four apartments, with a seating area and its own bathroom.
 - (2) Apartment 2: Located on the second floor (only second floor apartment with an exterior doorway). The exterior door leads out to a small deck with stairs to the ground level. It has a second entrance from the interior hall and also has its own bathroom.
 - (3) Apartment 3 & 4: Located on the second floor. Smallest of the four apartments, though each can comfortably accommodate a family of four. These two apartments share a bathroom accessible directly from either apartment. Apartments 3 and 4 are only accessible from the interior hall.
- c. Amenities: The kitchen is shared by all four apartments. It is equipped with two refrigerators (each is assigned to two apartments), an oven and stove, pots, pans, and utensils. There are enough plates, cups, and silverware to provide for a full house. Each apartment is assigned one kitchen cabinet and guests are expected to share the space appropriately. The common dining table seats 10. Two clothes washers and dryers are available for use. Free wireless Internet service is accessible throughout the building. The covered front porch has outdoor chairs and a table with seating for approximately six. Rocking chairs are located on the front porch and on Apartment 2's deck. Ample storage is available for guests who bring their own bicycles, kayaks, fishing equipment, or sporting goods. The parking area is large enough to accommodate personal trailered boats. Beach passes are required for in-season access to Sea Isle beaches and four are provided per apartment for use by patrons. The local municipality charges an annual fee for these passes (recently \$15.00) and patrons who do not return the passes at the end of their stay will be assessed a fee equal to the sum needed to replace missing passes. Recreational equipment kept at the site and available for shared use of patrons includes, bicycles and helmets (assorted child and adult sizes), assorted fishing gear (licenses/permits are patrons' responsibility), crab pots and hardware, charcoal grills (provide own charcoal), basketball equipment, and volley ball equipment and net.
- d. Availability: TIRF operates year-round. Maintenance may be scheduled during the months of November-March. If a non-scheduled repair becomes necessary, the MWR/TIRF Staff will

notify affected patrons as soon as possible by telephone or e-mail. If repair activity will preclude habitability or detract from patrons' experience, the option of a full refund or selection of another open period will be afforded. See section 5.g of this instruction for more details.

- e. Eligibility. Chapter 3 of reference (a) sets eligibility policies for Coast Guard MWR programs, including those applying to TIRF. Potential patrons who are uncertain of their eligibility may contact the Air Station TIRF officer at (609) 813-3854 for a determination.
- f. Responsibility. To minimize rental fees, routine contract cleaning services during and between patron stays are not furnished. Guests are therefore responsible for maintaining the facility in a clean and tidy appearance (e.g., cleaning up kitchen promptly after meals, monitoring laundry) to sustain an enjoyable experience for all involved. Patrons are expected to abide by "good neighbor" practices and, upon conclusion of the stay, return portions of the facility used to as good/better status as when received. Enclosure (3) contains specific occupancy rules. The eligible sponsor whose name appears on the Reservation Application is responsible for the actions of all family members and guests staying at TIRF, and will be held accountable for any damages or claims. The Commanding Officer of Air Station Atlantic City reserves the right to require guests to vacate for any violation of the provisions of this instruction and refuse future rentals. The Coast Guard is not responsible for damages to, or loss of, personal belongings of TIRF patrons.
- g. Reservation Policies and Procedures.
 - (1) Occupancy is limited to seven days including one weekend. The MWR/TIRF officers may grant an extension, provided the room has not been reserved for the additional day(s) requested. Extensions beyond a 7-day stay will not be considered or confirmed earlier than 30 days prior to the first day of the extension
 - (2) There are no limits on the number of times the facility may be used. However, persons with reservations pending may not make another reservation until date of occupancy of the original reservation. Transfer of occupancy is not allowed.
 - (3) Only guests listed on the Reservation Application are permitted to stay overnight at TIRF. Non-military guests, family members, and children are permitted provided they are accompanied by an eligible sponsor and the sponsor assumes responsibility for their actions.
 - (4) Check-in time is between 1400-1630. If checking in after hours, room keys may be picked up from drop boxes located outside the facility front door. Within 24 hours prior to occupancy, guests will be contacted by the Facility Attendant and provided a combination to their room's drop box.
 - (5) The method to request a reservation is by calling the TIRF at (609) 263-3722. A time-stamped voicemail system is in place to receive reservation requests that are not answered by an attendant. Be prepared to provide 4 pieces of information: sponsor's name, dates of requested occupancy, whether request is to rent whole facility or an individual apartment,

and callback number. Failure to provide all of these elements may prevent a reservation request from being processed. Do not travel to the TIRF to make reservations: an attendant is not always on site and no preferential treatment is available for an applicant physically present compared to those who phone in reservation requests. This policy respects the interests of other guests in residence by not having applicants arriving to make reservation requests during their stay.

- (6) Reservations are considered in weekly blocks, running Sunday-Sunday. Requests for the entire week will receive priority over requests for smaller parcels of the week during the first 3 hours of reservation eligibility. For capacity that remains thereafter, requests for a whole or partial week's stay are considered on equal footing, first come, first served.
- (7) Reservation requests for the entire facility will receive initial priority over requests for individual apartments. If no requests to rent the entire facility are received in the first 3 hours of reservation eligibility, requests to rent individual apartments will be honored.
- (8) The earliest an applicant may register a TIRF reservation request is noon (1200 EST) on the day that is 90 or 60 day prior to the first day of occupancy, based on the table below.

If eligible sponsor's status is:	Reservation-Eligible date is this many days prior to first day of stay:
<ul style="list-style-type: none"> • Active duty (all branches). • Reserve or National Guard (all branches). • Military Cadet of Service Academy. • Commissioned Corps of PHS. • Commissioned Corps of NOAA on active duty. 	<p style="text-align: center;"><u>90 Days</u> (Always a Monday for stays that begin on a Sunday.)</p>
<p>All other eligible MWR patrons.</p> <p>Consult COMDTINST M1710.13 (series), Chapter 3.B. for a complete list of authorized MWR patrons. For ease of reference, some common classes of patrons in this group include:</p> <ul style="list-style-type: none"> • Armed Forces retirees. • DHS (includes CG) or DoD civilian employees. • Coast Guard Auxiliaries. 	<p style="text-align: center;"><u>60 Days</u> (Always a Wednesday for stays that begin on a Sunday.)</p>

- (9) To provide an equitable means to manage high demand, "first come, first served" is suspended from 1200 to 1500 EST on the first reservation-eligible day (Mondays/Wednesdays for the 90/60 day patron categories respectively). All requests received during these 3 hours are treated as if they arrived at the same time. A simple random drawing then determines who is offered reservations from among all requests received during the first 3 hours of eligibility. The process reverts to "first come, first served" for any capacity that remains after 1500 EST on the first reservation-eligible day.

Examples:

- Between 1200-1500 EST on a first reservation-eligible day, 8 applicants phone in, with 3 asking to rent the whole facility and 5 requesting to rent one apartment each. The 3 whole-facility names are drawn, with the first being offered the reservation and the remaining two wait-listed (in order drawn) in case of a cancellation. The 5 apartment-only applicants are then drawn and added to the wait-list behind the whole-facility applicants in the order drawn.
 - Between 1200-1500 EST on a first reservation-eligible day, there are no applicants for the entire facility, but 6 who want to rent individual apartments (4 total available). The names are drawn and apartment reservations are assigned in the order drawn. The final two names drawn are wait-listed in case of a cancellation among the 4 awarded reservations. Applicants calling after 1500 on that day, seeking individual apartment or whole-facility rentals, will be added to the wait-list in order received.
 - Between 1200-1500 EST on a first reservation-eligible day, there are no applicants for the whole facility, 2 applicants who want to rent apartments for the full week, and one applicant for a 3-day rental of an apartment. The two names for full-week rentals are drawn and preference of apartment is offered in the order drawn. The applicant for the 3-day stay is then offered one of the remaining apartments. Reservations for the remaining un-reserved apartment, as well as the 4 days not used by the partial-week occupant, are available "first come, first served" to applicants who call at any point after 1500 EST.
 - Between 1200-1500 EST on a first reservation-eligible day, no applicants call to rent the facility. All reservations thereafter revert to a first come, first served basis. If single apartment(s) is/are reserved in this case and a subsequent caller asks to rent the whole facility, all remaining apartments may be offered to that applicant, but patrons who hold prior apartment reservations are not affected.
- (9) All applicants will be contacted and advised of their reservation status (reservation assigned or wait-listed). If assigned a reservation, applicants must follow-up by sending in a package including a fully-completed application form, confirmation of eligibility (normally copy of sponsor's military ID), and check or money order for full payment of rental fees. Application forms may be requested via mail or phone, or they may be printed from the USCG Air Station Atlantic City website at: <http://www.uscg.mil/d5/airstaAtlanticCity/mwr.asp> (Please note that reservations cannot be made through the Internet). If this package is not received at the TIRF within 7 days of being offered a reservation, the applicant will be advised that the reservation offer is rescinded. The reservation will then be re-offered to wait-listed patrons in order. Contact information for all TIRF reservation correspondence is:

USCG Townsends Inlet Recreational Facility
8101 Landis Avenue
Sea Isle City, NJ 08243
Attn: Facility Attendant
(609) 263-3722

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h. Rental Rates.

- (1) Prices are listed below for each apartment on a per-day basis.
 (2) Personnel on TAD orders may billet at TIRF if vacancy exists, however they must pay the going per-diem lodging rate for the location where orders direct the TAD to be served.

Seasonal Rental Rates						
	<u>Spring</u> (01APR-Friday before Memorial Day Weekend) <u>Fall</u> (Tuesday following Labor Day-31OCT) 25% Discount		<u>Summer</u> (Memorial Day Weekend through Labor Day Weekend)		<u>Winter</u> (01NOV-31MAR) 50% Discount	
Grade/Status	Apts 1/2	Apts 3/4	Apts 1/2	Apts 3/4	Apts 1/2	Apts 3/4
E1 to E3	\$47.00	\$41.00	\$62.00	\$55.00	\$31.00	\$28.00
E4 to E6 and Cadets	\$49.00	\$44.00	\$65.00	\$58.00	\$33.00	\$29.00
E7 to E9, O1 & O2, W1 & W2, GS1 to GS7	\$51.00	\$46.00	\$68.00	\$61.00	\$34.00	\$31.00
O3 & O4, W3 to W5, GS8 to GS12, NAF/Wage Grade, Retired Military (all grades), Auxiliary	\$53.00	\$47.00	\$70.00	\$63.00	\$35.00	\$32.00
O5 and above, GS13 and above	\$58.00	\$53.00	\$77.00	\$70.00	\$39.00	\$35.00

Seasonal Rental Rates for All Four Apartments			
	<u>Spring</u> (01APR-Friday before Memorial Day Weekend) <u>Fall</u> (Tuesday following Labor Day-31OCT) 25% Discount	<u>Summer</u> (Memorial Day Weekend through Labor Day Weekend)	<u>Winter</u> (01NOV-31MAR) 50% Discount
Grade/Status			
E6 and below	\$180.00	\$240.00	\$120.00
E7 to O4, W1 to W5, GS1 to GS12, NAF/Wage Grade and Auxiliary	\$203.00	\$270.00	\$135.00
O5 and above, GS13 and above	\$225.00	\$300.00	\$150.00

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i. Payment and Cancellation Policies.

- (1) Make rent checks payable to "Townsend Inlet Recreational Fund" and attach them to signed Reservation Applications. Due to high demand for the facility, payment and applications must be received at least 30 days prior to occupancy for the reservation to be considered confirmed. Unconfirmed reservations within 30 days of occupancy are subject to being transferred to other applicants.
- (2) All payments will be cashed when received, in accordance with Coast Guard MWR policy. Checks will not be held for delayed processing.
- (3) Guests who cancel reservations any time on or prior to 14 calendar days before occupancy will receive a full refund. Notification may be made in writing to the address above or to the Facility Attendant by phone.
- (4) Cancellations after 14 calendar days prior to occupancy will normally preclude a refund, even if the resulting short-notice vacancy is filled by another patron. Exceptions will be considered for unusual circumstances, such as actual emergency or issuance of unexpected official orders. The Air Station Atlantic City TIRF Officer will review requests for exceptions to refund policy and documentation provided to validate circumstances.
- (5) In the event of operational necessity, adverse weather conditions, or safety hazards, the Commanding Officer of Coast Guard Air Station Atlantic City may deny occupancy or order evacuation of rooms already reserved or occupied. Refunds will be provided under these circumstances. Occupants will not be provided any additional compensation other than return of rental fees for any days or partial days of denied occupancy.

6. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this instruction and have been determined not to be applicable.

7. FORMS AVAILABILITY. This instruction and its enclosures may be re-produced locally as needed.



P.S. RATTE

Enclosures: (1) Reservation Application
(2) TIRF Comment and Suggestion Form
(3) TIRF Rules and Regulations
(4) Photographs of TIRF and Amenities

RESERVATION APPLICATIONNAME: _____
(Last, First, MI) (Rank/Rate)

STATUS: _____ Active _____ Reserve _____ Retired _____ Gov't Employee _____ Other

SERVICE: _____ USCG _____ USN _____ USA _____ USMC _____ USAF _____ USPHS _____ NOAA

DUTY STATION: _____ HOME ADDRESS: _____
(If Applicable) _____

PHONE: () _____ PHONE: () _____

PERIOD REQUESTED:

1st Choice: From 1400, _____ to 1200, _____
Alternate: From 1400, _____ to 1200, _____

APARTMENT(S) REQUESTED (1, 2, 3, and/or 4):

1st Choice: _____ Alternate: _____

GUESTS/DEPENDENTS:	Name	Age	Relationship
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

1. PAYMENT: Check # _____ in the amount of _____

2. Add photo copy of Military ID.

STATEMENT OF UNDERSTANDING

I have read, understand, and will abide by the instructions set forth in AIRSTAACYINST 1710.4E. I accept full responsibility for any damages or injuries resulting from the actions of myself or my family and guests during the period of my occupancy. I understand that I may be required to leave the facility without a refund for violation of this Instruction.

(Member's Signature)_____
(Date)**For Office Use Only:**

Receipt Date: _____	Confirmed Date(s): _____	Apt #(s): _____
Combos: _____	# of Beach Passes: _____	Special RQST(s): _____

TIRF COMMENT AND SUGGESTION FORM

Please help us judge how well we are meeting your needs by commenting on the following questions and providing any additional information you feel would be helpful.

1. How was the check-in/checkout process? _____

_____.
2. Did the attendant(s) provide adequate assistance and information prior to and during your stay? _____

_____.
3. Was the room(s) ready for occupancy: _____

_____.
4. Were the common areas such as showers, barbecue area, kitchen, and grounds kept reasonably clean? _____

_____.

Other comments or suggestions for improvement? _____

_____.

Name: _____.

Date(s) of stay: _____.

Apartment(s): _____.

Upon completion, you may fold and leave in office slot, or send to the Morale Officer at:

**Commanding Officer
Attn: MWR
U.S. Coast Guard Air Station Atlantic City
FAA Technical Center, Bldg 350
A/C International Airport
Egg Harbor Township, NJ 08234-9393**

TOWNSENDS INLET RECREATION FACILITY RULES AND REGULATIONS

To ensure the safety and enjoyment of the Townsends Inlet Recreation Facility by all guests, the following rules have been established and will be enforced by the Recreation Quarters Attendants, Managers, and the Air Station Commander as necessary. You may be asked to leave or be refused further visits for violation of any of these rules. Thank you for your cooperation and support! We hope you enjoy your stay.

1. The sponsor listed on the reservation form must be present at check-in and be personally billeting at the TIRF for the duration of the stay.
2. The Coast Guard is not responsible for damages to or loss of personal belongings of anyone staying at Townsends Inlet Recreation Facility.
3. Overnight occupancy of persons other than those listed on the reservation sheet is not permitted.
4. Loud/offensive/disorderly conduct is prohibited. Be mindful that TIRF is located in a tourist-oriented, yet residential neighborhood. The conduct of those staying aboard the facility shapes the community's view of the Coast Guard and the U.S. Armed Forces. Sponsors are responsible for the actions of family members and guests staying at TIRF and will be held accountable for damages or claims resulting from the actions of persons in their party.
5. All children under 13 must be supervised while on the facility. Do not let children mark on the walls or furniture.
6. Smoking is not permitted in the TIRF.
7. Do not rearrange, move or manipulate furniture.
8. Guests are requested to keep grounds and facilities in a tidy condition. Pets are prohibited on any part of the premises.
9. Return all recreational equipment to the proper storage facility. Do not leave equipment adrift on or off the premises. Surfboards, boogie boards, and bicycles are prohibited in guest rooms. Clean and empty used charcoal from BBQ grills after use and leave them ready for the next user.
10. Conserve energy. Secure all lights and appliances if not being used. If using air conditioners ensure all windows are closed.
11. Do not leave doors and windows open while you are away from the facility during your stay.
12. Cleaning fish on the property is strictly prohibited.
13. Campers, travel trailers, motor homes, and trailered boats are permitted, provided they fit in the parking area in a manner that does not deny parking to other patrons. Parking such items on the grass is not permitted. Guests may not live in RVs/travel trailers while parked on the property and may not connect them to the TIRF's water, sewage or electrical utilities.
14. Guests are expected to wash dishes promptly in courtesy to other patrons.
15. Do not leave food out anywhere in the facility unless covered or secured. Doing so may attract pests. Do not leave food unattended while cooking, including food being grilled outside.
16. Monitor the status of laundry. Do not leave laundry in washing machines or dryers, especially overnight. Towels are provided for personal use only. They are not to be removed from the premises or used to clean cars, surfboards, bikes, etc.
17. The telephone at the TIRF is set up for local calls only, with no Long-distance service configured. Long-distance calls may be made by using a calling card or by making a collect call. A collect call to the Air Station Atlantic City duty officer in the event of an emergency is authorized at (609) 677-2226.

18. If guests are locked out of the facility, contact the facility attendant or MWR/TIRF officer via Air Station duty officer at (609) 677-2226 for assistance. Guests may be subject to locksmith fees if keys are lost
19. Access to the basement is prohibited. Guests are not allowed to store or remove anything from the basement area.
20. Room contents are checked before and after occupancy. Guests will be held responsible for any missing or damaged items. The cost of replacement or repair will be billed to the sponsor listed on the application.
21. Four Beach Passes for Sea Isle beaches (required for access during the summer season) are provided per apartment for use by patrons. The local municipality charges an annual fee for these (recently \$15.00) and sponsors who do not return four passes at the end of their stay will be assessed a fee equal to the sum needed to replace missing passes.
22. Checkout time is by 1200. All personal belongings must be out of the rooms. If you stay beyond 1200, you will be billed for an extra day. If a facility attendant is not available at the time of your checkout, please drop keys and beach passes in the mail slot at the TIRF Office. Prior to checkout, all applicable rooms must be cleaned. This includes dusting, sweeping, cleaning bathrooms, and common areas. In the bathroom, clean toilets (inside and out), tub, floors, sinks, and drains. Cleaning supplies can be found in the kitchen and bedroom closets and under bathroom sinks. Please ask the attendant if you need additional supplies. Vacuums can be found in the common area closet behind the kitchen. All towels and linens must be washed, dried, and folded. All trash must be removed and deposited in the dumpster outside. The stove, microwave, refrigerator, and external surfaces must be wiped down. Failure to do so may result in professional cleaning charges and/or refusal of future visits.



Townsend's Inlet Recreation Facility
Sea Isle City, NJ



Kitchen



Kitchen and Dining Area



Common Area



Apartment 1



Apartment 2



Apartment 3



Apartment 4



Exterior



Welcome Aboard!